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MEMORANDUM FOR: [REDACTED] Personnel

9 February 1962

FROM : DCC/OS/TR

SUBJECT : Imprest Fund Accounting

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1. The custodian of the [REDACTED] Imprest Fund will submit a monthly accounting through channels to the Finance Division. This accounting will be prepared and forwarded no later than the second working day of each month. At the time the accounting is submitted to the Chief/[REDACTED], the custodian and the alternate custodian of the Imprest Fund will jointly and then separately count the cash. In addition, two other disinterested staff members will separately count the cash in accordance with regulations. The disinterested members appointed for this purpose will vary from month to month. All advances outstanding to [REDACTED] personnel will be accounted for prior to the submission of the monthly accounting. 25X1A6a

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2. [REDACTED] personnel are authorized to draw advances for approved operational and operational training purposes. Advances drawn for operational purposes other than training will require the advanced approval of Chief/[REDACTED] or his Deputy. Advances for approved operational training projects do not need other prior approvals before requesting the funds. Advances will be signed for by the individual drawing the advance. These advances will be accounted for within one week after they have been drawn. In the event operational advances have been drawn for a problem or exercise that is running in excess of a week, an accounting will still be made within a week after the advance is drawn and a new advance issued. All outstanding advances will be accounted for on the last day of the month regardless of when drawn. All outstanding advances will be accounted for prior to personnel departing on leave or TDY.

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[REDACTED]